



COUNTY OF SAN DIEGO
DEPARTMENT
OF
HOUSING AND COMMUNITY DEVELOPMENT

**Neighborhood Stabilization
Program (NSP)**

**Notice of Funding Availability (NOFA)
For
Acquisition of
Abandoned or Foreclosed Homes or
Residential Properties for Permanent Rental Housing**

Release Date: September 25, 2012

Submission Date: November 15, 2012

*Todd Henderson
Director*

www.sdcounty.ca.gov/sdhcd/library/nofa.html

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NEIGHBORHOOD STABILIZATION PROGRAM NOTICE OF FUNDING AVAILABILITY (NOFA)

GENERAL INFORMATION

The Neighborhood Stabilization Program (NSP), authorized under Title III of the Housing and Economic Recovery Act of 2008 enacted July 30, 2008, appropriated \$3.92 billion of Community Development Block Grant (CDBG) funds nationwide. The program is administered through the U.S. Department of Housing and Urban Development (HUD). NSP provides entitlement grants to state or local jurisdictions to help stabilize neighborhoods significantly impacted by the housing crisis. In general, HUD considers these funds Community Development Block Grant (CDBG) funds and the regulations under 24 CFR part 570 are applicable.

In releasing this NSP Notice of Funding Availability (NOFA), the goal of the County of San Diego Department of Housing and Community Development (HCD) is to assist non-profit organizations or other affordable housing developers with the acquisition of eligible foreclosed or abandoned properties in the target areas to provide permanent affordable rental housing for San Diego's low-income individuals or families with incomes at or below 50 percent of the area median income.

Qualified nonprofit and private developers who can demonstrate their ability to develop, acquire, rehabilitate, and operate affordable housing are encouraged to submit proposals. Properties acquired with NSP funds will have a mandatory 15-year affordability period and all units in the project must be restricted for occupancy by individuals or families at or below 50 percent of the area median income.

Submittals marked "Department of Housing and Community Development, County of San Diego, Attn: Community Development Division" are **due no later than 5:00 PM on Thursday, November 15, 2012**, at the front reception desk in the Department of Housing and Community Development at 3989 Ruffin Road, San Diego, CA 92123. Submittals must consist of a signed original and one copy of the complete application packet. Faxed copies will not be accepted.

Late proposals cannot be considered unless that is the only one received or there was mishandling on the part of County staff.

FUNDING AVAILABILITY AND PRIORITIES

HCD is announcing the funding availability of up to \$87,545 for acquisition of homes and residential properties that have been abandoned or foreclosed upon, in order to create permanent rental housing development for low income individuals or families whose incomes do not exceed 50% of the area median income. Project must be located in an area of greatest need within the Urban County (see **Attachment F** for NSP Target Areas). NSP funds will be provided as a loan, payment of interest will not be required, and it may be forgivable after 15 years, providing all NSP loan terms are met.

The Neighborhood Stabilization Program (NSP) provides financial assistance to help stabilize neighborhoods significantly impacted by the foreclosure crisis within the Urban County. The Urban County consists of the unincorporated areas and the cities of Coronado, Del Mar, Imperial

Beach, Lemon Grove, Poway, and Solana Beach. These funds are available to nonprofit organizations and other affordable housing developers.

ELIGIBLE PROPERTY TYPES

Abandoned or foreclosed upon homes and residential property within the Urban County. Eligible properties must meet the following definitions:

1. Homes: Any type of permanent residential dwelling unit, including detached single family structures, townhouses, condominium units, multifamily rental apartments (covering the entire property), and manufactured homes where treated under state law as real estate (not as personal property);
2. Residential Properties: Includes all of the above as well as vacant land that is currently designated for residential use; e.g., through zoning;
3. Abandoned: A home is abandoned when mortgage or tax foreclosure proceedings have been initiated for that property; no mortgage or tax payments have been made by the property owner for at least 90 days; AND the property has been vacant for at least 90 days.
4. Foreclosed: A property has been foreclosed upon at the point that, under state law, the mortgage or tax foreclosure is complete. HUD generally will not consider a foreclosure to be complete until after the title for the property has been transferred from the former homeowner under some type of foreclosure proceeding or transfer in lieu of foreclosure, in accordance with state or local law.

PROPERTY ACQUISITION

In order for the acquisition of a property to be eligible for NSP funds, properties must be purchased at a one percent (1%) discounted rate from the current market-appraised value. The appraised value must be determined within 60 days of the final purchase offer.

PROGRAM BENEFICIARIES

This is defined as persons with incomes at or below 50% of the Area Median Income for the San Diego Metropolitan Statistical Area. The current limits for 2012 are:

Household Size	1	2	3	4	5	6	7	8
50% AMI	\$28,150	\$32,150	\$36,150	\$40,150	\$43,400	\$46,600	\$49,800	\$53,000

DEFINITION OF AFFORDABLE RENTS

The NSP definition of affordable rents is the same as the definition of affordable rents for the HOME program. The NSP will use the HUD published schedule of affordable rents for the HOME program. The schedule is adjusted and published annually. The rents for this NSP project shall not exceed the maximum allowable HUD calculated High HOME Rent Limit. Affordable rents will be determined by subtracting the family paid utilities from the applicable High HOME rent. High HOME rents can be found in **Attachment B** to this NOFA.

DEVELOPER CAPACITY

Applicant capacity to perform administrative, managerial, and operational functions, and to oversee the work necessary for successful completion of the proposed project will be evaluated. Please provide the Developer Disclosure Statement (**Attachment H**).

To be eligible for NSP financing, an applicant must:

1. Exhibit the prior work of staff, partners, or consultants resulting in successful development of affordable rental housing. Successful development may be in operation, construction, acquisition, acquisition with rehabilitation, or any combination of accomplishments that created or preserved affordable rental housing.
2. Possess control of the proposed development site through fee title, an option to purchase, a disposition and development agreement with a public agency, a land sales contract, a leasehold with development provisions, or any other enforceable instrument approved by HCD.

CONDITIONS

By the act of submitting a proposal, applicants acknowledge and agree to the terms and conditions of this NOFA and to the accuracy of the information they submit in response. HCD reserves the right to reject any and all submittals, waive any irregularities in the submittal requirements, or cancel this NOFA. All submittal packages become the property of HCD and, as such, are subject to the Public Information Act and become public property.

All requirements of the Neighborhood Stabilization Program (NSP) and the federal Community Development Block Grant Program (CDBG) apply under this NOFA. Assistance with these regulations may be obtained from HCD by calling (858) 694-4805. For reference, an abridged set of NSP and CDBG rules (**Attachment A**) is contained herein.

TECHNICAL ASSISTANCE, CLARIFICATION AND ADDENDA

Requests for clarifications regarding this NOFA should be directed to: Maria Cavarlez, Department of Housing and Community Development, 3989 Ruffin Road, San Diego, CA 92123-1815, or at (858) 694-4805 or Maria.Cavarlez@sdcounty.ca.gov.

PROPOSAL REQUIREMENTS

Responsive proposals should adequately address the following issues:

- **Timeliness**
Federal guidelines require that these funds be spent in a timely and expeditious manner.
- **National Objective**
Each NSP funded project under this NOFA must assist persons with incomes equal to or less than 50% of the area median income.
- **Accessibility**

- Affirmative Fair Housing Marketing Plan
- Audited Financial Statements and Single Audit, as applicable
- Crime-Free Multifamily Housing
- Community Review and Land Use Approvals (if applicable)
- Competitive Bidding Requirements
- Environmental Review (and Hazardous Waste Assessment, if applicable)
- Equal Opportunity
- Lead-Based Paint Compliance
- Appraisal
An appraisal must be obtained for all properties purchased with NSP funds. It must be completed within 60 days of the final purchase offer and it must meet the definition of an appraisal found at 49 CFR 24.2(a)(3) and the URA provisions at 49 CFR 24.103. The appraiser certification form must be submitted with the appraisal (see **Attachment Q**).
- Management Plan
- Minimum Organization Standards for Nonprofit Developers
- Minority and Women's Business Enterprise-Contracting Requirements
- Priorities and Underwriting Criteria
 - Maximum Loan-to-Completion-Value Ratio: 100%
 - Minimum Property Debt Coverage Ratio: 1.05
 - Purchase Price Must Meet NSP 1% Required Discount Value
- Acquisition and Relocation Requirements
These are subject to the Uniform Acquisition and Relocation Act of 1970 (URA) as revised and Section 104(d) of the Housing and Community Development Act of 1974, as amended.
- Replacement Reserve Analysis
- Section 3 Requirements (see <http://www.hud.gov/offices/fheo/progdesc/emp-lowr.cfm>), if applicable
- Site Control

PROPOSAL REVIEW

Initial proposals are subject to preliminary review for completeness. HCD staff will review all proposals containing the required items. Applicants submitting incomplete or ineligible proposals will be so notified. The selection procedure will include evaluation of proposal financing demonstrated in the NSP NOFA Application and the development pro formas submitted by the developer. A determination will also be made concerning the consistency of the proposal with the strategy and priorities developed by the County of San Diego for the use of Neighborhood Stabilization Program funds. Funded proposals must comply with the regulations of the NSP program.

REQUIREMENTS FOR SUBMITTAL

To be responsive, a complete NOFA Application must contain the following items:

HCD General NOFA Application (pages 12-62)

Development Forms:

1. **Rental Income Form** - The estimated Rental Income form will be used to determine financial feasibility and affordability of the project. (Use **Attachment B and E** to make the necessary calculations.)
2. **Operating Expense**
3. **Development Cost**
4. **Sources and Uses of Funds**
5. **Multi-year Cash Flow**
6. **Development Pro Forma**

Please contact Maria Cavarlez by phone at 858-694-4805, or via e-mail at Maria.Cavarlez@sdcounty.ca.gov, with any questions on the required development forms.

Affordability:

1. **Attachment B** outlines affordable rent limits for this NSP NOFA.

Articles of Incorporation and By Laws

Audited Financial Statements

Submitted audited financial statements must be current within the last 12 months, and must include a Financial Statement indicating surplus or deficits in operating accounts, a detailed itemized listing of income and expenses, and the amounts of any fiscal reserves. (Such audit shall be prepared in accordance with the requirements of the County, certified by an independent certified public accountant licensed in California or other accountant acceptable to the County).

In accordance with Office of Management and Budget OMB Circular A-133, any non-federal entity, including States, Local Governments, and Non-Profit Organizations, that expend \$500,000 or more in a year in Federal awards shall have an OMB Circular A-133 single audit conducted for that year. (See <http://www.whitehouse.gov/omb/circulars/a133/a133.html>.)

If applicable, provide a copy of the OMB Circular A-133 audit and written notification of the results of the OMB Circular A-133 audit. In addition, in compliance with all Federal requirements, provide HCD with the corrective action plan for any deficiencies identified in the OMB Circular A-133 audit and the latest status of the corrective action plan.

Board Resolution

An applicant must submit a resolution of its Board of Directors authorizing the submittal of a proposal and identifying who is authorized to execute documents. (Use **Attachment K**)

Certifications:

- For CBDOs, a copy of CBDO certification
- For CHDOs, a copy of CHDO certification
- For Nonprofit Organizations-proof of 501(c)(3) status, and an up-to-date roster of the applicant's board of directors.

Community Review and Land Use Approvals

If applicable, applicants must have all applicable local land use approvals at the time of NOFA submittal or must present a reasonable plan and timeline detailing how the developer will obtain any discretionary approvals for the project. Examples of such approvals include, but are not limited to, general plan amendments, rezoning, and conditional use permits. Local land use approvals not required to be obtained at the time of application include design review, Phase I Environmental study, variances, and development agreements.

Whether or not discretionary permits are necessary, applicants submitting proposals involving new construction, acquisition, or change of use must present the proposal to the appropriate Community Planning/Sponsor Group and request their vote on the project, prior to submittal of the NOFA application. The application must document the Planning/Sponsor Group's response to the presentation and/or vote on the proposal, if one was taken.

Crime-Free Multifamily Housing Program

Proposals must contain an element designed to provide Crime-Free Multifamily Housing in apartment complexes within the Urban County. This provision is included in order to ensure a crime-free environment for residents. It would provide special services in apartment developments to decrease all types of illegal activities, and would include an educational component for owners and renters, physical inspections to improve lighting and landscaping, and information sharing to establish neighborhood identity. These services are supported by the County Sheriff's Department Crime-Free Multifamily Housing Program. Through the Community-Oriented Policing and Problem-Solving Unit, the Sheriff provides informational sessions on how to cut crime in multifamily neighborhoods. Expenses associated with the Crime-Free Multifamily Housing Program for the proposed project should be covered in the project budget. An outline of the project's Crime-Free Housing Program must be submitted with the application. In addition, a full description of the project's crime-free program must be included in the Management Plan.

Developer's Disclosure Statement (Attachment H)

Applicants must identify the individual(s) authorized to negotiate on behalf of the developer and identify members of the development team. Include the credentials of the development team members.

Evidence of Compliance with Previous HCD Loans (Attachment I)

Evidence of Funding Commitments

Letters of intent from other lenders must include the name, title, and telephone number of the responsible contact person. HCD must be advised if Applicant will be requesting that HCD subordinate financial interests. HCD will require other lenders on this project to subordinate to the County's regulatory restrictions.

Evidence of Site Control

Applicants must possess control of the proposed development site through fee title, an option to purchase, a disposition and development agreement with a public agency, a land sales contract, leasehold with development provisions, or any other enforceable instrument as approved by HCD.

Hazardous Waste Assessment

If applicable a housing development proposal (acquisition, rehabilitation, or new construction) must have, at a minimum, an approved Phase I Hazardous Waste Assessment Report. This report is to be submitted with the NOFA application. A hazardous materials (asbestos, lead paint) inspection report may also be required. In addition, testing for asbestos, residual pesticides, mold, and water damage may be required. In certain situations, a Phase II and Phase III Environmental Assessment may be necessary. Time requirements for these reviews vary substantially, depending upon the potential for environmental impact. Please note that additional expenses may be incurred in preparing these required reviews. The NOFA applicant is responsible for these costs.

Location Map, Site Plan, Floor Plan, Photos

Appraisal

An Appraisal Report is required for all acquisition, rehabilitation and new construction projects. The NSP program does not require a specific appraisal format but does **require a certification from the appraiser (see Attachment Q).** Existing appraisal formats used by Fannie Mae, FHA, or MAI appraisers may be used as long as the appraisal contains all the items listed in 49 CFR 24.103 and is dated within 60 days of the final purchase offer. If the existing appraisal format does not have all the elements required by 49 CFR 24.103, then the missing information can be appended to it.

An appraisal must determine both the "as-is" and "after-rehab" values of the development. Appraisals can take several weeks to complete, so do not delay this requirement. New construction applicants are required to submit a land-only and an "as-built" appraisal, along with market studies to assist HCD in establishing value.

A review appraisal, in accordance with 49 CFR 24.104 of the Uniform Relocation Act, will be required for an "Involuntary Acquisition."

Minimum Organization Standards for Nonprofit Developers

Nonprofit applicants for HCD loans must provide certification of the following organization standards:

- A minimum of four directors establishes a quorum for conducting organization business;
- The organization conducts quarterly board meetings;
- Quarterly financial statements are reviewed by the board of directors; and,
- The executive director and other paid staff do not serve as voting board members.

Partnership Agreement (if applicable)

Project Location

Projects must be located in an area of greatest need within the Urban County (see **Attachment F** for NSP Target Areas). The jurisdiction of the Urban County of San Diego includes the following areas:

- Unincorporated Area of the County of San Diego;
- City of Coronado;
- City of Del Mar;
- City of Imperial Beach;
- City of Lemon Grove;
- City of Poway;
- City of Solana Beach.

Replacement Reserve Analysis

An adequate 15-year replacement reserve analysis will identify the current condition of all building elements in the development (the roof, plumbing, exterior, interior etc.) and indicate repairs which require immediate attention. The analysis should indicate the year built, the expected useful life of the system, the remaining life expectancy and the year requiring replacement. The analysis should indicate the estimated annual expenditures required to maintain the property and provide a funding plan summarizing the annual replacement reserve contribution necessary to meet future expenditure requirements.

Schedule and Analysis of Real Estate Owned (Attachment M)

Timeline for Loan Closing and Disbursement of Funds

Time is of the essence to commit funds. The proposed schedule must demonstrate that the project can be completed in a timely manner and that adequate staffing is available to expedite the NSP project. The proposed schedule must demonstrate that the project can be completed in a timely manner and that adequate staffing is available to expedite the NSP project.

Upon approval of an HCD loan commitment, funds will be reserved for the project for a maximum of two months. In extraordinary circumstances, requests for time extensions may be approved if accompanied by appropriate justification. HCD, in its sole discretion, may approve or deny such requests.

Recipients will be required to execute a loan agreement, promissory note, deed of trust, regulatory agreement, and other related loan documents. **Expenses incurred prior to execution of the loan**

documents will not be eligible for reimbursement. Loan funds will not be disbursed until the loan is closed through escrow.

The County of San Diego reserves the right to reallocate funds from one approved project to another or to a new activity, or to cancel fund reservations at its discretion, if the project is not proceeding satisfactorily (in the sole opinion of County) towards commencement of the proposed activity.

Certificate of Compliance with the HCD Equal Opportunity Program (Attachment L)

It is the policy of the Department to encourage equal opportunity in contracts. Toward this end, proposals from disabled veteran-owned businesses, women-owned businesses, firms owned by African-Americans, American Indians, Asian Americans, Filipinos, Latinos, and local firms are strongly encouraged. Prime contractors are encouraged to subcontract or joint venture with these firms. HCD endeavors to do business with firms sharing HCD's commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, ancestry, age, gender, disability, medical condition or place of birth.

CEQA Documentation

Proposed projects must complete the California Environmental Quality Act (CEQA) environmental review. County staff will assist with preparation of CEQA documentation and a completed review must be submitted prior to funding. HCD staff will keep applicants apprised of the progress of the environmental processing and anticipated date of HUD's release-of-funds.

REQUIREMENTS FOR FUNDING

The following items are required prior to funding.

Affirmative Fair Housing Marketing Plan

For housing development projects, the contractor must submit an Affirmative Fair Housing Marketing Plan (AFHMP) for review and approval by HCD. The AFHMP shall outline methods of informing potential tenants about fair housing laws and contractor policies. An AFHMP must also contain a description of what the contractor will do to affirmatively market assisted units. In addition, an AFHMP must contain a description of what the contractor will do to inform persons not likely to apply for housing without special outreach. To request a model AFHMP, contact Kelly Matthews at (760) 726-4900 ext. 226 by email at kmatthews@nclifeline.org.

Copies of Senior Loan Documents

Environmental Review

From the time the application has been submitted, the contractor must not commit funds or take any choice limiting actions (including, but not limited to, contracts for, excavation, filling, construction, rehabilitation, or other physical activities) until completion of the environmental processing and HUD's formal Release-of-Funds, regardless of whether the work would be accomplished with federal funds or other matching funds. Failure to comply will jeopardize the availability of HUD funds for the project. An environmental review must be completed before County HCD will execute a contract. County HCD staff conducts this review using information provided in the application. Refer to "Environmental Review Processing" in **Attachment D** for further information on environmental processing.

General Liability Insurance

Funding recipients will be required to obtain comprehensive general liability insurance with the County of San Diego named as an additional insured. Also required is property insurance in an amount equal to 100 percent of the replacement cost of the structure, with a lender's loss payable endorsement in favor of the County of San Diego. The general contractor for the project must obtain comprehensive general liability insurance with the County of San Diego named as an additional insured. There may be additional insurance requirements, at the discretion of the County Risk Manager, depending on the complexity and scope of the proposed project.

Lender's Insurance Policy

A California Land Title Association (CLTA) or an American Land Title Association (ALTA) policy insuring the County of San Diego is required.

Management Plan

The developer will be required to submit a Management Plan for review and approval by County HCD. The applicant's attention is called to the HCD requirement for a crime-free element in the Management Plan (as described on page 7). Also required is a copy of the sample lease agreement and any addenda. (Use the Checklist in **Attachment P**)

Preliminary Title Report

NOFA Application

APPLICATION CHECK LIST

Please complete the following checklist and submit this form with the application.

All pages 8.5 x 11 inches

One master copy (in binder) and one copy; both signed.

General Requirements for Submittal

- ☐ Project Summary and Attachments (pages 14-62)
- ☐ Development Forms (Rental Income Form, Operating Expense, Development Cost, Sources and Uses of Funds, Multi-year Cash Flow and Development Pro Forma)

ATTACHMENTS:

- ☐ Articles of Incorporation and By Laws
- ☐ Audited Financial Statements/Single Audit (less than 1 year old)
- ☐ Board Resolution
- ☐ Certifications:
 - For CBDOs, a copy of CBDO certification
 - For CHDOs, a copy of CHDO certification
 - For nonprofit organizations, proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.
- ☐ Community Review Documentation (if applicable)
- ☐ Crime Free Multifamily Housing Element
- ☐ Developer Disclosure Statement
- ☐ Evidence of Compliance with Previous HCD Loans
- ☐ Evidence of Funding Source Commitments (if applicable)
- ☐ Evidence of site control
- ☐ Hazardous Waste Assessment
- ☐ Location map, site plan, floor plan, photos
- ☐ Appraisal, dated within 60 days of the final purchase offer, and Appraiser Certification (see Attachment Q)
- ☐ Partnership Agreement (if applicable)
- ☐ Replacement Reserve Analysis
- ☐ Schedule and Analysis of Real Estate Owned
- ☐ Project Timeline
- ☐ Certificate of Compliance with HCD Equal Opportunity Program
- ☐ CEQA Environmental Review (if applicable)
- ☐ Testing for asbestos, lead and residual pesticides (If applicable)
- ☐ Affirmative Fair Housing Marketing Plan
- ☐ General Liability Insurance
- ☐ Lender's Insurance Policy
- ☐ Management Plan
- ☐ Preliminary Title Report
- ☐ Voluntary Acquisition Notice / Occupancy Certification (see Attachment G-3)
- ☐ Applicant is not on Excluded Parties List (Disbarment list)

The proposal and its submittals have been reviewed for completeness using the checklist above.

Authorized Signature: _____ Title: _____ Date: _____

Project Summary:

Project Name:	
Name of Applicant:	
Applicant Address:	
Contact Name:	
Phone:	Fax:
Email:	
Organizational Status (Check all that apply):	
<input type="checkbox"/> Nonprofit <input type="checkbox"/> CHDO/CBDO <input type="checkbox"/> Private Entity <input type="checkbox"/> Public Entity	
Project Address:	
Assessor's Parcel Number (APN):	
Amount of HCD Funds Requested:	
Number of Units:	
Number of Bedrooms:	
Total Project Cost:	
Total Per Unit Cost:	
Total Per Bedroom Cost:	
Total NSP Subsidy Per Restricted Unit:	
Total NSP Subsidy Per Restricted Bedroom:	
Percentage of Area Median Income of Restricted Units	At or below 50% AMI _____
Estimated Rent Range per unit (Use Attachment B):	Market Rents (from appraisal):
1 Bedroom	
2 Bedroom	
3 Bedroom	
4 Bedroom	
Other (specify)	
Number of Currently Occupied Units:	
Income Level of Current Households:	
Number of Potential Relocation Households:	
Expected Date of:	
Acquisition:	
Rehabilitation/Construction:	
Occupancy:	

General Project Information

Attach pages as necessary to describe the following:

All proposals should include a map, preliminary site plan (if applicable), photos, and floor plans of the property.

Provide a detailed description of the existing site, the proposed project for which funds are being requested, and implementation schedule. In addition, address the following questions, as appropriate:

- (1) Will the project require the relocation of any households or businesses? If so, describe the circumstances and attach a relocation plan and relocation consultant contract to the application.
- (2) How accessible is the project to public transportation, concentrated areas of job opportunities, convenience shopping, food shopping, public schools, etc.?
- (3) Describe the availability of, and accessibility to, medical care (e.g. emergency, outpatient, acute, and extended care) and social services that are commonly needed for the type of residents to be served the project.
- (4) Describe what target area(s) your activity will serve.
- (5) How the project is consistent with the project site zoning and the community's General Plan?
- (6) Describe all Community Planning/Sponsor Group action related to this project.
- (7) List all necessary land use, zoning, and building plan approvals and their status.

Address the following questions, as appropriate:

- (1) How will the project maintain, increase, or improve housing affordability or the provision of services? What service(s) will be provided and how will they be provided?
- (2) Are there other housing developments, facilities, or services that address the same need in the area?
- (3) How will the project promote the coordinated delivery of housing and/or support services?
- (4) If the project will be offering services to non-residents, how will you assure that all areas served have access to the services?
- (5) How will the project empower families and individuals toward greater self-sufficiency?

Include an outline of the project's Crime-Free Multifamily Housing Program.

Targeting

Attach pages as necessary to describe the following:

"Low-income households" encompasses both individuals and families.

Housing serving families, senior households or special needs populations will be given particular consideration in the rating of proposals. In addition, housing applications that include amenities for youth are encouraged.

Below are definitions of special needs and disabled populations:

“Special needs” populations include disabled households; agricultural workers; victims or survivors of domestic or physical abuse; homeless persons or persons at risk of becoming homeless; frail elderly; chronically ill persons including those with HIV/AIDS; displaced teenaged parents (or expectant teenage parents); emancipated foster youth and individuals exiting from institutional settings.

“Special needs” populations also include persons in need of “safe housing”: the provision of a sober living environment for recovering parents undergoing substance abuse treatment, along with their children.

“Disabled” households is defined as a household in which a member is suffering from an orthopedic disability impairing personal mobility or a physical disability affecting his or her ability to obtain employment, or in which a person requires special care or facilities in the home; an individual or a household in which a member suffers from a developmental disability or a mental disorder which would render him or her eligible to participate in programs of rehabilitation or social services conducted by or on behalf of a public agency.

Indicate the number of units targeted for the categories indicated in the table below:

Population Served	Large Families (3 or more bedrooms)	Small Families (2 or fewer bedrooms)	Seniors	Special Needs	Mobility and/or sensory impaired
No. of Units					

Applicant Experience

Attach pages as necessary to describe the following:

A. Organization

Describe the following for the organization:

1. Mission Statement
2. Past activities/experience
3. Administrative structure

B. Technical Capacity

1. Describe the organization’s capability to administer the proposed project and the timeframe for completion. Identify key tasks and completion dates that identify how your project is ready to proceed.
2. Describe the development team’s experience in rehabilitation, construction, and/or management and ownership.
3. Describe the outreach and service delivery methods that will be used to reach the target program participants, and how you will market the homes acquired with NSP funds to qualified individuals or families.
4. Attach resumes of staff and consultants specifically assigned to this development and describe contractual relationship.

_____ Number of rental housing developments/units completed.

_____ Number of rental housing developments/units currently owned.

_____ Number of rental housing developments/units currently managed.

_____ Number of rental housing developments/units in development phase (funding committed but not ready for occupancy)

- C. In accordance with Board Policy B-39a, all recipients must adopt a policy to ensure that every effort is made to provide equal opportunity to Disabled Veterans Business Enterprises (DVBES) and to encourage the participation of minority and women business vendors, contractors, and subcontractors. Attach the adopted Policy.

Financial Feasibility

Attach pages as necessary to explain the following:

NSP funds will be provided as a loan, payment of interest will not be required, and it may be forgivable after 15 years, providing all NSP loan terms are met. Project sources and uses of funds must be consistent, accurate, justified and well documented. Describe other funding sources and their terms, and the status of those commitments to the proposed development. HCD must be advised if Applicant will be requesting that HCD subordinate financial interests and /or regulatory agreements to other lenders or loans on this project.

Discuss measures to be taken to promote energy efficiency in the proposed development. An Energy Efficiency-Based Utility Allowance (EEBUA) schedule is available to qualified projects. Please indicate if you plan to utilize the Energy Efficiency-Based Utility Allowance schedule.

Describe any in-kind contributions to the project. Include the name(s) of the contributors, the items or services that are being contributed and the value of the contribution.

If funding for the proposed project is in part dependent upon the award of the State of California Low-Income Housing Tax Credit Program or one of the State of California Department of Housing and Community Development housing programs, describe how the project will be implemented in the event State funding is denied. Be specific as to amount, sources, likelihood, and timing of alternative funding, as well as how the project will be scaled down, if necessary.

Collaboration & Site Amenities

Attach pages as necessary to explain the following:

Describe the extent to which the proposed development will involve other community organizations.

Describe any amenities or programs that may be beneficial to the development's residents.

Innovation

Attach pages as necessary to explain the following:

Describe the extent to which the proposed development involves a new or innovative approach (either physical, financial, or managerial) to meet the housing needs of very low-income and low-income residents.

Certification

The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.

Authorized Signature [Board Officer]

Typed Name

Title

Date Signed

Return one original and one signed copy of the NSP NOFA Application and Attachments to:

**Department of Housing and Community Development
County of San Diego
Attn: Community Development Division
3989 Ruffin Road
San Diego, CA 92123-1815**

NOFA ATTACHMENTS

ATTACHMENT A

FUNDING SOURCE

Neighborhood Stabilization Program Summary Statement (NSP)

The Neighborhood Stabilization Program (NSP), authorized under Title III of the Housing and Economic Recovery Act of 2008 enacted July 30, 2008, appropriated \$3.92 billion of Community Development Block Grant (CDBG) funds nationwide. The program is administered through the U.S. Department of Housing and Urban Development (HUD). NSP provides entitlement grants to state or local jurisdictions to help stabilize neighborhoods significantly impacted by the housing crisis. In general, HUD considers these funds Community Development Block Grant (CDBG) funds and the regulations under 24 CFR part 570 are applicable. For more information please see:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs/neighborhoodspg/nspl, or contact HCD staff at (858) 694-4805.

Community Development Block Grant Program Summary Statement

The Community Development Block Grant Program (CDBG) is a federal block grant program created by Congress. CDBG-funded projects must provide an appropriate benefit to Urban County residents, as well as satisfy one of three national program objectives: (1) Provide a benefit to low and moderate income persons; (2) Prevent or eliminate slums and blight; or (3) Meet needs having a particular urgency. The County of San Diego Board of Supervisors allocates the County's CDBG entitlement to various expenditure categories during the strategy public hearing. With regard to the CDBG regulations on housing development, acquisition and rehabilitation are explicitly stated as eligible activities. However, other types of housing activities, such as new construction or pre-development activities, are only eligible when carried out by a Community-Based Development Organization (CBDO). CBDO's are defined in the CDBG regulations at 24 CFR 570.204. For more information, please see:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs, or contact HCD staff at (858) 694-4810.

ATTACHMENT B

HOME RENTS FOR NSP ASSISTED PROJECTS

Every HOME-assisted unit is subject to rent controls called "HOME rents." For properties of five or more units, there are two HOME rents established for every project: "High HOME rents" and "Low HOME rents." Refer to Home Investments Partnership Program Regulations at 24 CFR 92.252 for a full definition. For a full description, please refer to the HUD website at <http://www.hud.gov/offices/cpd/affordablehousing/lawsandregs/regs/home/subf/92252.cfm>.

Note: The chart below (which discusses home program "low home rents") lists gross housing costs, from which utility allowances must be subtracted to calculate net rent to owner. See **Attachment F** for the current utility allowances.

A. "Low HOME Rents":

"HUD-published Low HOME rents" which are 30% of adjusted (for family size) income for households at 50% of area median income, minus tenant-paid utilities.

"LOW HOME RENTS": <i>(as of November 2011)</i>	0 Bd	1 Bd	2 Bd	3 Bd	4 Bd	5 Bd
"HUD-Published Low HOME Rent" @ 50% of Median Income Limit	\$722	\$774	\$928	\$1,073	\$1,197	\$1,321
Minus Utilities Deduction from Attachment B= Net Rents After Subtracting Utilities Deduction						

- B. Based on future HUD calculations, "HOME rents" may increase or decrease over the required affordability term. HOME rents could decrease but project rents are not required to fall below the HOME rent limits in effect at the time of project commitment.

ATTACHMENT C
PROJECT TIMELINE

Project Title: _____ Applicant: _____

Item

Projected Date of Completion

SITE

Environmental Review Completed

Site Acquired

Placed In Service

Occupancy of Low-Income Unit(s)

ATTACHMENT D

PERTINENT REGULATORY REQUIREMENTS

Numerous federal, state and local laws, regulations and/or executive orders apply to NSP and CDBG/HOME funded activities. These are referenced within a Program “Certifications” form, which is signed and submitted each year by the grant recipient (County of San Diego) to the U.S. Department of Housing and Urban Development (HUD). It states that the County will comply with all regulatory requirements. Copies can be procured from HUD.

The following miscellaneous listing is provided to clarify requirements that have sometimes been overlooked or misunderstood, leading to regulatory violations.

THIS IS NOT A COMPLETE LISTING OF PROGRAM REQUIREMENTS; SOME THESE REQUIREMENTS MAY NOT APPLY TO THIS PROJECT.

1. Affordability

This County-assisted NSP rental housing project must be affordable, at the initial point of eligibility, to households at or below 50% of the area median income (AMI). *See Page 4 for these income limits and Attachment B for Low HOME rent limits.*

2. Environmental Review Processing

Prior to the formal commitment of any funds, all funded projects must be processed in accordance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements. These regulations examine the impact of land development on the environment. In addition, federal assistance carries with it environmental review responsibilities to determine hazards which may impact a proposed CDBG or HOME project and its residents/clients, such as noise impacts.

From the time the application is submitted, the contractor must not commit funds or take any choice limiting actions (including, but not limited to, contracts for excavation, filling, construction, rehabilitation, or other physical activities) until completion of the environmental processing and HUD’s formal release-of-funds, regardless of whether the work would be accomplished by federal funding or other matching funds.

San Diego County Environmental Services staff will complete the NEPA review for all Urban County projects. They will also complete the CEQA review for projects located in the unincorporated parts of the County. Projects located in any of the six cities within the Urban County must involve the local jurisdiction in the CEQA review process. HCD staff will keep applicants apprised of the progress of environmental processing and the anticipated date of HUD's release of funds.

3. Hazardous Waste Assessment

A housing development proposal (acquisition, rehabilitation, or new construction) must have, at a minimum, an approved Phase I Hazardous Waste Assessment Report. This report is to be submitted with the NOFA application. A hazardous materials (asbestos, lead paint) inspection report may also be required. In addition, testing for asbestos, residual pesticides, mold, and water may be required. In certain situations, a Phase II and Phase III Environmental Assessment may be necessary. Time requirements for these reviews vary substantially, depending upon the potential for environmental impact. Please note that additional expenses may be incurred in preparing these required reviews. The NOFA applicant is responsible for these costs.

4. Equal Opportunity & Fair Housing Requirements

In accordance with Board Policy B-39a, all recipients must adopt a policy to ensure that every effort is made to provide equal opportunity to Disabled Veterans Business Enterprises (DVBES) and to encourage the participation of minority and women business vendors, contractors, and subcontractors. Once funding is approved, the developer is also required to submit an Affirmative Fair Housing Marketing Plan for review and approval. To request a model AFHMP, contact Myrna Manaloto by e-mail at Myrna.Manaloto@sdcounty.ca.gov, or at (858) 694-4825

5. Section 3 Compliance

All recipients, sub-recipients, contractors and sub-contractors administering or working on projects funded through this NOFA must comply with Section 3 regulations. The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and other economic opportunities generated by HUD financial assistance are directed to lower-income workers/trainees, and to businesses which provide economic opportunities to lower-income persons. Lower-income persons who are residents of San Diego County are defined as Section 3 Residents. Preference should be given to hiring Section 3 Residents and to awarding contracts that benefit Section 3 Businesses from the neighborhood receiving the financial assistance. Contractors are required to complete Section 3 forms.

Additional detail and instructions are available from County HCD Staff at (858) 694-4825, or by email at Myrna.Manaloto@sdcounty.ca.gov

6. Relocation

NOFA applications involving relocation of residents or businesses shall include an anti-displacement/relocation plan in compliance with relocation laws. Either the California Relocation Assistance Act or the Uniform Acquisition and Relocation Act of 1970 (URA) as revised and Section 104(d) of the Housing and Community Development Act of 1974, as amended, may apply. Proposed relocation plans must budget for all tenant relocation and displacement costs, including costs for temporary relocation during construction or rehabilitation. Relocation Plans must also include a current copy of rent rolls detailing, family income, household characteristics, and current rent paid by each household in the proposed project.

For voluntary acquisitions, developer must prepare and deliver a Voluntary Acquisition Notice (see Attachment G-3) to the seller prior to making an offer and entering into a purchase and sale agreement. The developer must get acknowledgement from seller that transaction is purely voluntary. In addition, the developer must document the manner in which this notice was delivered to seller (e.g.; certified mail, return receipt requested; by hand) and the date of delivery.

Completion of tenant noticing, as appropriate, is necessary prior to development approval. Upon submission of the NOFA application, owners/tenants must receive a written General Information Notice, from the developer, notifying owners/tenants of their rights under the Uniform Relocation Act. New rental applicants to the proposed project must also receive a written Notice to Prospective Tenant informing them of the proposed acquisition/rehabilitation of the property. All notices must be hand delivered or sent via U.S. Certified Mail. Developer must document the manner of delivery and provide proof of receipt.

Contact County HCD staff at (858) 694-4805, or by email at Maria.Cavarlez@sdcounty.ca.gov, if any step in the project requires the relocation of any residents or businesses. Information regarding the Uniform Acquisitions and Relocation Act (URA) as revised, for U.S. Department of Housing and Urban Development Programs; and Section 104(d) of the Housing and Community Development Act of 1974 can be obtained by contacting County HCD at (858) 694-4805.

7. Conflict of Interest

Strict federal and state non-conflict of interest laws and regulations apply to all County and/or sub-recipient agencies' (i.e., participating cities, districts, non-profit agencies, etc.) staff who are engaged in implementing funded activities. In brief, these requirements prohibit all County and/or sub-recipient agencies' staff, their families, or family/business ties from obtaining any financial interest in a funded contract if they participated in or had inside information about the contract, for up to a year after their tenure.

The full text of these requirements is detailed and penalties allowed for violations are severe.

8. Approval of Contractors

All construction contractors and sub-contractors must be approved by County HCD. Project-implementing agencies must verify this approval before awarding the construction contract. Information regarding the Federal Debarred Contractors List is available at <http://epls.arnet.gov/servlet/EPLSSearchMain/1>.

9. Prevailing Wage Rates

The Davis-Bacon Wage Act (40 U.S.C. 276a – 276a-5) requires the payment of wages to laborers and mechanics at a rate not less than the minimum wage specified by the U.S. Secretary of Labor. CDBG and HOME projects must comply when:

- CDBG: Residential property rehabilitation is for eight (8) or more units or new construction costs exceed \$2,000; or,
- HOME: The rehabilitation or new construction is for twelve (12) or more HOME-funded units.

The U.S. Secretary of Labor's wage determinations are available upon request. Information on prevailing wage requirements is also available by contacting County HCD at (858) 694-4825.

10. Volunteer Labor

Volunteer labor may only be used to implement funded projects in very limited circumstances, in accordance with Federal Labor Standards, Davis-Bacon Act requirements, California State law and with the approval of HUD, County HCD and (in some instances) the California Director of Industrial Relations. County HCD staff must, therefore, be advised early if volunteer labor is to be used so that a determination can be made as to whether the project meets the applicable criteria.

11. Competitive Bidding Requirements

Agencies implementing projects must obtain competitive bids or estimates for all materials purchased and work to be accomplished by contractors or sub-contractors. Documentation of such competition must be maintained for review by HUD staff during monitoring visits.

In order for work to be accomplished by construction contractors or sub-contractors, a formal Request for Bids (RFB) package and advertisement must be prepared and pre-approved by County HCD staff. The RFB package must include required federal labor standards and current Davis/Bacon Act wage rates.

12. Pre-construction Conference

A "pre-construction conference" must be held with the bid winning contractor and listed sub-contractors following contract award and before commencement of construction. The pre-construction conference must announce that Federal Labor Standards and Davis-Bacon Act requirements apply, and that contractors must submit copies of weekly payrolls to the assigned project manager for verification that appropriate wage rates were paid. In addition, the preconstruction conference must announce that the requirements of Section 3 apply. The project administrator must promptly review all such payrolls upon receipt, sign and date the payroll following verification, and maintain such payrolls on file for review by HUD monitoring staff during monitoring visits. Minutes of the pre-construction conference that document the discussion of federal regulations must be kept in the project files.

13. Construction Employee Interviews

Interviews must be conducted by implementing project administrators for a sample of construction employees of funded construction projects sometime during the construction work to verify that actual wage rates paid comply with reported wages.

14. Accessibility

Housing developments assisted with CDBG or HOME funds must comply with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and HUD's implementing regulations, which prohibit discrimination, based on disability and establish requirements for program accessibility and physical accessibility in housing programs. Section 504 includes requirements that in new construction developments a minimum of 5 percent of the housing units, but not less than one unit, must be accessible to residents with mobility impairment, and an additional 2 percent of the units, but not less than one unit, must be accessible to residents with visual and/or hearing impairment. This standard also applies to rehabilitation in developments of 15 or more units, when total cost of rehabilitation is 75 percent or more of the total replacement value of the improvements, as determined by HUD.

The Fair Housing Act applies whether the building is privately or publicly constructed and owned. The Act, among other things, establishes seven design standards for all newly constructed, multifamily housing of four or more units, which were ready for first occupancy on or after March 13, 1991. The Act requires that all units on floors served by elevators, and all ground floor units in a non-elevator building with four or more units, be accessible to persons with disabilities.

15. Energy Efficiency

Proposals involving construction of new housing are expected to contain descriptions of specific measures that will be taken to make the units energy efficient. An Energy Efficiency-Based Utility Allowance (EEBUA) schedule is available to qualified projects. Contact HCD staff at (858) 694-4805 for more information.

16. Lead-Based Paint Hazard Reduction Requirements

New lead-based paint regulations, effective September 15, 2000, were issued under Sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, which are Title 10 of the Housing and Community Development Act of 1992. They appear in Title 24 of the Code of Federal Regulations as Part 35 (24 CFR 35). Any project for which federal funds are being obligated or committed after September 15, 2000, must comply with these regulations.

The regulations set hazard reduction requirements that give much greater emphasis to reduction of lead in house dust than did previous regulations. Scientific research has found that exposure to lead in dust is the

most common way young children become lead poisoned. For this reason the new regulations require dust testing after paint is disturbed to ensure that homes are lead-safe. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, age of the structure, and whether the dwelling is a rental or is owner-occupied.

If the application is for housing covered by the regulations below, the application's budget must include anticipated costs associated with lead-based paint hazard reduction. There are no separate funds available in the NOFA for lead-based paint reduction activities. Further information on lead-based paint hazard reduction can be obtained from the HUD Office of Lead Hazard Control at (202) 755-1785 or by email at <http://www.hud.gov/lea/leahome.html>.

A summary of lead hazard reduction requirements for various types of housing programs is on the following pages. Below is a description of the types of housing covered and not covered by the regulations.

- Types of housing covered include: a) Federally-owned housing being sold; b) Housing receiving a federal subsidy that is associated with the property, rather than with the occupants (project-based assistance); c) Public Housing; d) Housing occupied by a family (with a child) receiving a tenant-based subsidy (such as a voucher or certificate); e) Multifamily housing for which mortgage insurance is being sought; and, f) Housing receiving federal assistance for rehabilitation, reducing homelessness, and other special needs.
- Types of housing not covered include: a) Housing built since January 1, 1978, when lead paint was banned for residential use; b) Housing exclusively for the elderly or people with disabilities, unless a child under age 6 is expected to reside there; c) Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks; d) Property that has been found to be free of lead-based paint by a certified lead-based paint inspector; e) Property where all lead-based paint has been removed; f) Unoccupied housing that will remain vacant until it is demolished; g) Non-residential property; h) Any rehabilitation or housing improvement that does not disturb a painted surface; and, i) Emergency homeless assistance, unless the assistance lasts more than 100 days, in which case the rule does apply.

NOTE: Clearance is always required after abatement, interim controls, paint stabilization, or standard treatments.

Subpart of Rule/Type Program		Construction Period	Requirements
A.	Disposition by Federal Agency other than HUD	Pre-1960	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Abatement of LBP hazards. • Notice to occupants of inspection/abatement results.
		1960-1977	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Notice to occupants of results.
B.	Project-Based Assistance by Federal Agency other than HUD	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants of results. • Response to EBL child.
C.	HUD-Owned Single Family Sold with a HUD-Insured Mortgage	Pre-1978	<ul style="list-style-type: none"> • Visual assessment. • Paint stabilization. • Notice to occupants of clearance.
D.	Multifamily Mortgage Insurance		
	1. For properties that are currently residential	Pre-1960	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance.
		1960-1977	<ul style="list-style-type: none"> • Provision of pamphlet. • Ongoing LBP maintenance.
	2. For conversions and major renovations	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Notice to occupants.
E.	Project-Based Assistance (HUD Program)		
	1. Multifamily property Receiving more than \$5,000 per unit per year	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance and reevaluation. • Response to EBL child.

Subpart of Rule/Type Program		Construction Period	Requirements
	2. Multifamily property – receiving less than or equal to \$5,000 per unit per year, and single family properties	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
F.	HUD-Owned Multifamily Property	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection and risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
G.	Rehabilitation Assistance		
	1. Property receiving less than or equal to \$5,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Safe work practices in rehab. • Repair disturbed paint. • Notice to occupants.
	2. Property receiving more than \$5,000 and up to \$25,000	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance if HOME or CILP.
	3. Property receiving more than \$25,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP. • Risk assessment. • Abatement of LBP hazards. • Notice to occupants. • Ongoing LBP maintenance.
H.	Acquisition, Leasing, Support Services, or Operation	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance.

Subpart of Rule/Type Program		Construction Period	Requirements
I.	Public Housing	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Risk assessment if LBP not yet abated. • Interim controls if LBP not yet abated. • Notice to occupants. • Response to EBL child.
J.	Tenant-Based Rental Assistance	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.

LBP = Lead-Based Paint

EBL= Elevated Blood Level

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 4/30/2014)

See Public Reporting Statement and Instructions on back

Locality		Unit Type				Date (mm/dd/yyyy)	
Department of Housing and Community Development 3969 Ruffin Road, San Diego CA 92123-1890 Serving as the Housing Authority of the County of San Diego							
Utility or Service (7/1/2012)		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	3	4	5	6	8	9
	b. Bottle Gas	N/A	N/A	N/A	N/A	N/A	N/A
	c. Oil / Electric	5	7	8	10	13	15
	d. Coal / Other	N/A	N/A	N/A	N/A	N/A	N/A
Cooking	a. Natural Gas	2	2	3	3	4	5
	b. Bottle Gas	N/A	N/A	N/A	N/A	N/A	N/A
	c. Oil / Electric	3	4	5	6	8	9
	d. Coal / Other	N/A	N/A	N/A	N/A	N/A	N/A
Other Electric		15	21	27	32	41	47
Air Conditioning		1	1	1	1	2	2
Water Heating	a. Natural Gas	6	8	10	12	16	18
	b. Bottle Gas	N/A	N/A	N/A	N/A	N/A	N/A
	c. Oil / Electric	10	14	17	21	27	31
	d. Coal / Other	N/A	N/A	N/A	N/A	N/A	N/A
Water		36	50	65	79	101	115
Sewer		18	25	32	40	50	57
Trash Collection		21	21	21	21	21	21
Range/Microwave		3	3	3	3	3	3
Refrigerator		6	6	6	6	6	6
Other -- specify		Flat Rate Water:	19 All Br	Flat Rate Sewer:	19 All Br	Flat Rate Trash:	16 All Br

Actual Family Allowances To be used by the family to compute allowance.

Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
Total	\$

Previous editions are obsolete

Page 1 of 1

form HUD-52667 (12/97)

ref. Handbook 7420.8

ATTACHMENT F
NSP TARGET AREAS

COUNTY OF SAN DIEGO
NSP TARGET AREAS

Assumed Community Name*	Census Tract	Block Group
ALPINE	021203	3
ALPINE	021204	2
BONITA	003207	2
BONITA	013410	2
BONITA	003207	1
BONSALL	018803	1
BOULEVARD	021100	3
CAMPO	021100	2
CAMPO	021100	1
DULZURA	021100	1
FALLBROOK	018903	4
FALLBROOK	018905	1
FALLBROOK	018904	1
FALLBROOK	018904	4
FALLBROOK	019101	1
FALLBROOK	018906	2
FALLBROOK	018905	3
FALLBROOK	018906	1
FALLBROOK	018904	3
FALLBROOK	018903	3
FALLBROOK	018905	2
IMPERIAL BEACH	010502	1
IMPERIAL BEACH	010502	3
IMPERIAL BEACH	010502	2
IMPERIAL BEACH	010402	2
IMPERIAL BEACH	010502	4
IMPERIAL BEACH	010401	1
IMPERIAL BEACH	010402	1
IMPERIAL BEACH	010300	1
IMPERIAL BEACH	010200	4
IMPERIAL BEACH	010300	2
IMPERIAL BEACH	010200	6
IMPERIAL BEACH	010300	3
JACUMBA/POTRERO	021100	4
JAMUL	021304	2
JAMUL	021303	1
LAKESIDE	016802	4
LAKESIDE	016804	2
LAKESIDE	016702	1
LAKESIDE	016804	3
LAKESIDE	016804	4

LAKESIDE	016901	4
LAKESIDE	016702	5
LAKESIDE	016804	1
LAKESIDE	016702	3
LAKESIDE	016806	1
LAKESIDE	016902	1
LAKESIDE	016810	1
LAKESIDE	016802	1
LEMON GROVE	014400	1
LEMON GROVE	014200	4
LEMON GROVE	014101	1
LEMON GROVE	014300	1
LEMON GROVE	014002	2
LEMON GROVE	014101	2
LEMON GROVE	014200	2
LEMON GROVE	014300	2
LEMON GROVE	014001	6
LEMON GROVE	014200	5
LEMON GROVE	014001	3
LEMON GROVE	014200	3
LEMON GROVE	014101	3
LEMON GROVE	014001	4
LEMON GROVE	014400	2
PAUMA VALLEY/MT. PALOMAR	019101	2
PINE VALLEY/GUATAY	020902	2
POWAY	017040	3
POWAY	017049	1
POWAY	017048	1
POWAY	017010	1
RAMONA	020806	2
RAMONA	020806	3
RAMONA	020808	1
RAMONA	020806	4
RAMONA	020807	2
RAMONA	020809	1
RAMONA	020808	2
RANCHITA	020903	1
SPRING VALLEY	013905	3
SPRING VALLEY	013907	2
SPRING VALLEY	013905	2
SPRING VALLEY	013909	1
SPRING VALLEY	013909	2
SPRING VALLEY	013905	4
SPRING VALLEY	003214	1
SPRING VALLEY	013905	1
SPRING VALLEY	013908	1
SPRING VALLEY	013908	2
SPRING VALLEY	013906	2
SPRING VALLEY	013802	1
SPRING VALLEY	013903	1

SPRING VALLEY	014002	3
SPRING VALLEY	003107	3
SPRING VALLEY	013505	2
SPRING VALLEY	003108	2
SPRING VALLEY	003108	1
SPRING VALLEY	013801	3
SPRING VALLEY	013907	1
SPRING VALLEY	013702	3
SPRING VALLEY	013503	1
SPRING VALLEY	013906	1
SPRING VALLEY	013503	2
SPRING VALLEY	013504	3
SPRING VALLEY	013504	1
SPRING VALLEY	013506	1
SPRING VALLEY	013702	1
SPRING VALLEY	013505	1
SPRING VALLEY	013503	4
SPRING VALLEY	013601	3
SPRING VALLEY	013601	2
VALLEY CENTER	019106	4
VALLEY CENTER	019107	1
VALLEY CENTER	019106	1
VALLEY CENTER	019103	2
VALLEY CENTER	019106	2
LINCOLN ACRES	012200	1
LINCOLN ACRES	012200	2
LINCOLN ACRES	012101	2

Note: Where a block group had more than one community name, the dominant community is listed.

To find the Census Tract/Block Group for a specific property address, visit the American Fact Finder website at: <http://factfinder.census.gov/>, then click on Address Search.

ATTACHMENT G

GUIDEFORM
NSP VOLUNTARY ACQUISITION OF FORECLOSED PROPERTY
- Informational Notice -
(Agencies/Persons **Without** Eminent Domain Authority)

Grantee or Agency Letterhead

(Date)

Dear _____:

(Name of Agency/Person) _____, is interested in acquiring property you own at (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Neighborhood Stabilization Program (NSP).

Please be advised that (Name of Agency/Person) _____ does not have authority to acquire your property by eminent domain. In the event we cannot reach an amicable agreement for the purchase of your property, we will not pursue this proposed acquisition.

The subject property is listed for purchase at \$_____. We currently believe \$_____ to be the market value of the property.

Under the NSP, we are required to purchase foreclosed property at a discount from its current market appraised value. Depending on the results of our appraisal, our purchase offer may differ from the amounts noted above.

Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance. A tenant-occupant who moves as a result of a voluntary acquisition for a federally-assisted project may be eligible for relocation assistance. Such displaced persons may include not only current lawful occupants, but also former tenants required to move for any reason other than an eviction for cause in accordance with applicable federal, state, and local law. If your property is currently tenant-occupied or a tenant lawfully occupied your property on or after February 17, 2009, we need to know immediately. Further, you should not order current occupant(s) to move, or fail to renew a lease, in order to sell the property to us as vacant.

If you have any questions about this notice or the proposed project, please contact (Name)_____, (Title)_____, (Address)_____, (Phone)_____.

ACCEPTANCE AND ACKNOWLEDGEMENT OF RECEIPT:

I/we _____ affirm that I/we am/are the seller(s) of the residential property located at _____
(Print Seller Name)

_____ and certify that the property ☐ was ☐ was not occupied by a "bona fide" tenant at time of foreclosure which occurred on _____. If occupied by a "bona fide" tenant at time of foreclosure occurring on or after _____, I/we certify that a 90-day notice to vacate was delivered on _____. A copy of the 90-day notice, including the manner and proof of delivery to the tenant, is attached.

I/we accept and acknowledge receipt of this NSP Voluntary Acquisition of Foreclosed Property notice.

Signature of Seller(s)

Date

Note to NSP Voluntary Acquisition Notice: Agency/Person must document the manner in which this notice was delivered to owner (e.g., certified mail, return receipt requested, by hand) and the date of delivery.

ATTACHMENT H
DEVELOPERS SEEKING LOAN
(Referred to as "CONTRACTOR" herein)
STATEMENT FOR PUBLIC DISCLOSURE

1. Name of CONTRACTOR:
2. Address and Zip Code:
3. Telephone:
4. Name of Principal Contact for CONTRACTOR:
5. Federal Identification Number or Social Security Number of CONTRACTOR:
6. If the CONTRACTOR is not an individual doing business under his own name, the CONTRACTOR has the status indicated below and is organized or operating under the laws of California as:

_____ A corporation (Attach Articles of Incorporation)

_____ A nonprofit or charitable institution or corporation. (Attach copy of Articles of Incorporation, Bylaws, and documentary evidence verifying current valid nonprofit or charitable status.)

_____ A partnership known as: _____

(Name)

Check one

☐ General Partnership (Attach statement of General Partnership)

☐ Limited Partnership (Attach Certificate of Limited Partnership)

_____ A business association or a joint venture known as:

(Attach joint venture or business association agreement)

_____ A Federal, State or local government or instrumentality thereof.

_____ Other (explain)
7. If the CONTRACTOR is not an individual or a government agency or instrumentality, give date of organization:

8. Provide names, addresses, telephone numbers, title of position (if any) and nature and extent of the interest of the current officers, principal members, shareholders, and investors of the CONTRACTOR, other than a government agency or instrumentality, as set forth below:
- A. If the CONTRACTOR is a corporation, the officers, directors or trustees, and each stockholder owning more than 10% of any class of stock.
 - B. If the CONTRACTOR is a nonprofit or charitable institution or corporation, the members who constitute the board of trustees or board of directors or similar governing body.
 - C. If the CONTRACTOR is a partnership, each partner, whether a general or limited, and either the percent of interest or a description of the character and extent of interest.
 - D. If the CONTRACTOR is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.
 - E. If the CONTRACTOR is some other entity, the officers, the members of the governing body, and each person having an interest of more than 10%.

Name, Address and
Zip Code

Position Title (if any) and
percent of interest or description
of character and extent of interest

(Attach extra sheet if necessary)

9. Has the makeup as set forth in Item 8(a) through 8(e) changed within the last twelve (12) months. If yes, please explain in detail.

10. Is it anticipated that the makeup as set forth in Item 8(a) through 8(e) will change within the next twelve (12) months? If yes, please explain in detail.

11. Provide name, address, telephone number, and nature and extent of interest of each person or entity (not named in response to Item 8) who has a beneficial interest in any of the shareholders or investors named in response to Item 8 which gives such person or entity more than a computed 10% interest in the CONTRACTOR (for example, more than 20% of the stock in a corporation which holds 50% of the stock of the CONTRACTOR or more than 50% of the stock in the corporation which holds 20% of the stock of the CONTRACTOR):

Name, Address and
Zip Code

Position Title (if any) and
extent of interest

12. Names, addresses and telephone numbers (if not given above) of officers and directors or trustees of any corporation or firm listed under Item 8 or Item 11 above:

13. If funds for the development/project are to be obtained from sources other than the CONTRACTOR's own funds, provide a statement of the CONTRACTOR's plan for financing the development/project:

14. Provide sources and amount of cash available to CONTRACTOR to meet equity requirements of the proposed undertaking:

A. In banks/savings and loans:

Name, Address & Zip Code of Bank/Savings & Loan:

Amount: \$

B. By loans from affiliated or associated corporations or firms:

Name, Address & Zip Code of Bank/Savings & Loan:

Amount: \$

C. By sale of readily salable assets/including marketable securities:

<u>Description</u>	<u>Market Value</u>	<u>Mortgages or Liens</u>
	\$	\$

ATTACHMENT I
EVIDENCE OF COMPLIANCE WITH PREVIOUS HCD LOANS

Part A (to be completed by Applicant)

Project	Address	Total Funds	Purpose
1			
2			
3			
4			
5			
6			

Signed: _____

Date: _____

Part B - Affordability Restrictions (to be completed by HCD staff)

The Project(s) listed above is/are in Compliance: YES ☐ NO ☐

Comments: _____

Signed: _____

Date: _____

Part C - Contract Monitoring (to be completed by HCD staff)

The Project(s) listed above is/are current: YES ☐ NO ☐

Annual Reports are submitted when due: YES ☐ NO ☐

Comments: _____

Signed: _____

Date: _____

Part D – Residual Receipts Payment Record (to be completed by HCD staff)

Are Residual Receipts being received? YES ☐ NO ☐

Year	Amount Projected	Amount Received
2010		
2011		
2012		
Any previous years:		

Comments:

Signed: _____

Date: _____

ATTACHMENT J
SAMPLE BOARD RESOLUTION

[Letterhead of Applicant]

RESOLUTION OF BOARD OF DIRECTORS
OF

WHEREAS, this entity has a minimum of four directors who constitute a quorum for conducting organization business; the organization conducts quarterly board meetings; quarterly financial statements are reviewed by the board; and, the executive director and other paid staff do not serve as voting board members;

WHEREAS, ___ is a _____ [Status of Corporation, i.e. A Nonprofit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c) (3), etc.];

WHEREAS, _____, recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education and other services;

WHEREAS, _____, is committed to effectively serving the communities referenced in the prior recital; and

NOW THEREFORE BE IT RESOLVED as follows:

1. That _____ is committed to providing safe, decent and affordable housing for persons of very low, low and moderate-income levels;
2. That on or about _____ 200____, the Board of Directors voted to authorize the _____[title of person authorized], or his designee, to apply for and accept assistance of the Project located at _____[address], for the purpose of obtaining financing and or a grant to provide for the _____
_____[purpose, i.e. acquisition, rehabilitation, refinancing, tenant relocation, construction, etc.] of the Project, in an amount not to exceed _____ (\$_____) from the County of San Diego, Department of Housing and Community Development.
3. That the Board of Directors further voted to authorize the _____[title of person], or his designee, to execute any and all documents required by the County of San Diego, Department of Housing and Community Development, including, without limitation, the Promissory Note, the Deed of Trust, the Regulatory Agreement, the Security Agreement, the Development Agreement, the UCC Financing Statement, the Standard

Agreement, Escrow Instructions, Disclosure Statements, and any and all other documents requested by the County of San Diego, Department of Housing and Community Development, to document and secure its loan and or grant.

4. That the Board of Directors further authorized the _____ [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the County of San Diego, Department of Housing and Community Development to implement the funding and making of the Loan and/or Grant

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on _____, 20____, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the County of San Diego, Department of Housing and Community Development is relying on the validity of this Resolution in taking the actions to process and approve the application.

I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 20____, at San Diego, California.

By: _____

Title: _____

ATTACHMENT K
***EQUAL OPPORTUNITY PROGRAM FOR CONTRACTORS DOING BUSINESS WITH THE
COUNTY OF SAN DIEGO***

The County of San Diego is committed to an Equal Opportunity Program pursuant to applicable State and Federal laws and guidelines, which provide Equal Opportunity in all activities of the agency, including the employment of individuals and firms which contract with The County of San Diego.

CERTIFICATE OF COMPLIANCE

(Name of Contractor)

As an authorized official for the above named Contractor, I hereby certify by the signature affixed to this document that said firm will comply with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act and any other applicable Federal and State laws as well as any other applicable local, state and federal Equal Opportunity Programs.

Further, I am submitting an acceptable Equal Employment Opportunity Plan. This plan will address the affirmative actions that will be taken by this Contractor to eliminate any discriminatory outreach or hiring practices, if they exist and to introduce outreach and hiring practices to maximize employment opportunities for all qualified individuals.

Name of Authorized Official

Title

Signature of Authorized Official

Date

ATTACHMENT L
SCHEDULE AND ANALYSIS OF REAL ESTATE OWNED

To be attached to and made a part of the loan application on property at _____

Dated: _____

PROPERTY ADDRESS	NO. UNITS	LENDER NAME AND ADDRESS	LOAN NO.	CURRENT BALANCE	MARKET VALUE	ANNUAL RENTAL	ANNUAL TAXES & INS.	ANNUAL EXPENSES	ANNUAL PRIN. INT. PYMT	CASH FLOW
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								

NOTE: If ownership on any above is shared, list prorated amounts above and explain percent shared under remarks below.

REMARKS:

ANNUAL

Monthly

ATTACHMENT M

COUNTY OF SAN DIEGO DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AFFIRMATIVE FAIR HOUSING MARKETING PLAN

1. DEVELOPMENT INFORMATION

Development Name _____		Contact Person _____	
Address _____	City _____	State _____	Zip _____
Telephone No. _____	Fax No. _____	Census Tract _____	Council District _____

2. MANAGING AGENT

Firm Name _____		Contact Person _____	
Address _____	City _____	State _____	Zip _____
Telephone No. _____	Fax No. _____	E-Mail _____	

3. PROJECT DATA

Total Number of Units _____: please break down below:

	<u>Market Rate</u>	<u>Low Income</u>	<u>Very Low Income</u>
0 Bedroom	_____	_____	_____
1 Bedroom	_____	_____	_____
2 Bedroom	_____	_____	_____
3 Bedroom	_____	_____	_____
4 Bedroom	_____	_____	_____

Check: Multifamily _____ Single Family _____

Project Type: (Check One) Seniors _____ Family _____ Mixed _____

Please indicate the date when rehabilitated or newly constructed units will be available for occupancy:
_____.

4. **DIRECTION OF MARKETING ACTIVITY**

Indicate below which group(s) in the housing market area is least likely to, because of location and other factors, apply for the housing without special outreach efforts.

- ☐ White
- ☐ Black/African American
- ☐ Asian
- ☐ American Indian/Alaska native
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ American Indian/Alaska Native and White
- ☐ Asian and White
- ☐ Black/African American and White
- ☐ American Indian/Alaska Native and Black/African American
- ☐ Other Multi Racial

5. **MARKETING PERSONNEL AND BACKGROUND INFORMATION**

Name of Developer/Marketing Agent		Contact Person	
Address	City	State	Zip
Telephone No. _____		Fax No. _____	E-Mail _____

Please list developments marketed within the past two years:

Name	Address	Type	No. Units	% Subsidy	Marketing Duration
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. **MARKETING EFFORTS**

For the subject development, how many units are to be leased through marketing efforts? (Units remaining after current residents are given preference.) _____.

How many months do you anticipate it will take for the development to attain 95% occupancy?

7. **DEFINITION OF THE MARKET**

Define below the geographic area from which the majority of new tenants will be attracted. Please provide a map outlining the primary market area.

Provide a demographic description of tenants in the development area (include ethnicity, age, income, family size) who you intend to attract to the subject development.

8. **MARKETING ACTIVITY AND OUTREACH EFFORTS**

Please check one or more of the following describing marketing activities planned for the subject development.

<input type="checkbox"/> Brochure*	<input type="checkbox"/> Billboard
<input type="checkbox"/> Newspaper Ads**	<input type="checkbox"/> Mass Mailing
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Radio Ads
<input type="checkbox"/> Television Ads	<input type="checkbox"/> Other (specify) _____

* Attach vendor cost estimates for design and printing.

** Attach preliminary advertising schedule and budget.

(The Fair Housing trademark and/or logo must be used in all newspaper ads and publications.)

NAME OF NEWSPAPERS, RADIO OR T.V. STATIONS	RACIAL/ETHNIC IDENTIFICATION OF READER/AUDIENCE	SIZE OR DURATION OF ADVERTISING
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

9. **COMMUNITY CONTACTS**

If the applicant chooses to use community contact as part of its outreach program, it is understood that contact with the group or organization listed below will be established and maintained throughout the initial marketing campaign and subsequent marketing efforts. If more space is needed, attach an additional sheet.

1. Name of Group or Organization
2. City, State, and Zip Code
3. Racial/Ethnic Identification
4. Approximate Date of Contact or Proposed Contact

	GROUP 1	GROUP 2
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

10. **ADDITIONAL MARKETING ACTIVITIES** (signs and Fair Housing Poster)

Will there be a sign at the development site? Yes _____ No _____

If yes, will the Fair Housing trademark and/or logotype be used? Yes _____ No _____

Will the development have any of the following? (please check): Rental Office _____

 Model Units _____

 Other (specify) _____

In all areas checked, the Fair Housing Poster must be conspicuously displayed.

11. **EXPERIENCE AND STAFF INSTRUCTIONS**

Does your organization have experience in marketing housing to the targeted group(s) you identify in this plan?

 Yes _____ No _____

Training of your organization's staff must include Fair Housing Law and its regulations, outreach and Fair Housing marketing. Make a statement below regarding how this was or will be accomplished.

It is understood that the plan outlined herein is established for residential development to provide housing for low and very low-income residents. In implementing this plan, the Owner/Developer and Marketing/Managing Agent signing below will abide by all rules and regulations of the federal Home Investment Partnership Program (HOME) when applicable, and the income and affirmative marketing requirements of HCD.

Owner/Developer: _____ _____

 Name (print) Title

 _____ _____

 Signature Date

Marketing/Managing
Agent

Name (print)

Title

**COUNTY OF SAN DIEGO DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT**

Approved by:

Name (print)

Title

Signature

Date

ATTACHMENT N

MANAGEMENT PLAN CHECKLIST

The developer will be required to submit a Management Plan for review and approval by County HCD. The reader's attention is called to HOME Program Regulations 24 CFR 92.253, which require certain tenant and participant protections for all rental housing funded by the HOME Program and to the HCD requirement for a crime-free element in the Management Plan (as described on page 6). Also required is a copy of the sample lease agreement and any addenda.

The Management Plan is required to follow the format below.

Management

- ☐ Role and Responsibility of the Owner and/or Delegation of Authority of the Managing Agent
 - ☐ Description of Site/Units
 - ☐ Scope of Duties
 - ☐ Changes in Management
- ☐ Personnel Policy and Staffing Arrangements
 - ☐ Hiring and Personnel Policies
 - ☐ Projected Staffing (On-Site Manager 16 or more units)
 - ☐ Training and Monitoring
 - ☐ Hiring of Residents
- ☐ Maintaining Adequate Accounting Records and Handling Necessary Forms and Vouchers
 - ☐ Accounting Basis
 - ☐ Collections and Disbursements
 - ☐ Contracting, Purchasing, Cost Controls
 - ☐ Compliance and Reporting
 - ☐ Vacancies and Rent Losses
 - ☐ Security Deposits
- ☐ Provisions for Update of Management Plan
- ☐ Insurance

Occupancy

- ☐ Plan and Procedures for Publicizing and Achieving Early and Continued Occupancy
 - ☐ Outreach (Affirmative Fair Housing Marketing/Advertising)
 - ☐ Resident Selection
 - ☐ Waiting List
 - ☐ Orientation
- ☐ Procedures for Determining Resident Eligibility and for Certifying and Annually Recertifying Household Income and Size
 - ☐ Initial Certification
 - ☐ Recertification
 - ☐ Changes in Eligibility During Occupancy
 - ☐ Leasing Procedures
- ☐ Rent Collection
 - ☐ Rent Payment
 - ☐ Late Rents
 - ☐ Rent Increases
- ☐ Procedure for Appeal, Grievance and Eviction
 - ☐ Right to Hearing
 - ☐ Eviction Procedures
- ☐ Plans for Enhancing Resident-Management Relations
 - ☐ Resident Organization(s)
 - ☐ Community Room
 - ☐ Auxiliary Program

Maintenance and Security

- ☐ Construction Follow-Up
- ☐ Maintenance Programs
 - ☐ Maintenance Duties
 - ☐ Maintenance Supervision and Performance
 - ☐ Tools
 - ☐ Resident Maintenance Requests
 - ☐ Resident Neglect and Abuse
 - ☐ Reconditioning for New Residents
 - ☐ Preventive Maintenance
 - ☐ Emergency Maintenance
 - ☐ Gardening and Landscape
 - ☐ Contract Maintenance
 - ☐ Maintenance Stock Control
- ☐ Security

Attach the Affirmative Fair Housing Marketing Plan

ATTACHMENT O

COUNTY OF SAN DIEGO NSP PROGRAM

Appraisal Scope of Work

The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and its implementing regulations (49 CFR Part 24) set forth minimum requirements for real property acquisition appraisals for Federal and federally-assisted programs. Appraisals subject to the URA must be prepared according to these requirements. The acquiring agency may also have additional supplemental appraisal requirements which may be attached.

The acquiring agency has a legitimate role in contributing to the appraisal process, especially in developing the scope of work and defining the appraisal problem. The scope of work and development of an appraisal under these requirements depends on the complexity of the appraisal problem

The scope of work is a written set of expectations that form an agreement or understanding between the appraiser and the agency as to the specific requirements of the appraisal, resulting in a report to be delivered to the agency by the appraiser. It includes identification of the intended use and intended user; definition of fair market value; statement of assumptions and limiting conditions; and certifications. It should specify performance requirements, or it should reference them from another source, such as the agency's appraisal procedural manual. The scope of work must address the unique, unusual and variable appraisal performance requirements of the appraisal. Either the appraiser or the agency may recommend modifications to the initial scope of work, but both parties must approve changes.

SCOPE OF WORK: The appraiser must, at a minimum:

1. Provide an appraisal meeting the definition of an appraisal found at 49 CFR 24.2(a)(3).
2. Afford the property owner or the owner's designated representative the opportunity to accompany the appraiser on the inspection of the property.
3. Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem, and the scope of work should address:
 - The extent of the inspection and description of the neighborhood and proposed project area,
 - The extent of the subject property inspection, including interior and exterior areas,
 - The level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property),
4. In the appraisal report, include an adequate description of the physical characteristics of the property being appraised (i.e., sketch of the property and provide the location and dimensions of any improvements) and a description of comparable sales. The appraisal report should also include adequate photographs of the subject property and comparable sales, and provide location maps of the property and comparable sales
5. In the appraisal report, include items required by the acquiring agency, including but not limited to the following:
 - Property right(s) to be acquired, e.g., fee simple, easement, etc.,
 - Value being appraised (usually fair market value), and its definition
 - Appraised as if free and clear of contamination (or as specified),
 - Date of the appraisal report and the date of valuation,

- A realty/personality report as required by 49 CFR 24.103(a)(2)(i),
 - Known and observed encumbrances, if any,
 - Title information,
 - Location,
 - Zoning,
 - Present use, and
 - At least a 5-year sales history of the property.
6. In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.
 7. Present and analyze relevant market information. (*Specific requirements for market information should be included in the agency's appraisal procedural manual and should include research, analysis, and verification of comparable sales. Inspection of the comparable sales should also be specified.*)
 8. In developing and reporting the appraisal, disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project. (*If necessary, the appraiser may cite the Jurisdictional Exception or Supplemental Standards Rules under USPAP to ensure compliance with USPAP while following this and other Uniform Act requirements.*)
 9. Report his or her analysis, opinions, and conclusions in the appraisal report.

ADDITIONAL REQUIREMENTS FOR A SCOPE OF WORK:

INTENDED USE: This appraisal is to estimate the fair market value of the property, as of the specified date of valuation, for the proposed acquisition of the property rights specified (i.e., fee simple, etc.) for a federally-assisted project.

INTENDED USER: The intended user of this appraisal report is primarily the acquiring agency, but its funding partners may review the appraisal as part of their program oversight activities. App. 19-2 [03/07] 1378 CHG-8 Appendix 19

DEFINITION OF FAIR MARKET VALUE: This is determined by State law. Fair market value, however, is generally defined as the price that a seller is willing to accept and a buyer is willing to pay on the open market in an arm's length transaction, and usually includes the following:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, each acting in what he or she considers his or her own best interest;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U. S. dollars, or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

CERTIFICATION: The appraisal shall include a certification of the appraiser (see attached sample or insert agency's certification).

ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser shall state all relevant assumptions and limiting conditions. In addition, the acquiring agency may provide other assumptions and conditions that may be required for the particular appraisal assignment, such as:

- The data search requirements and parameters that may be required for the project.
- Identification of the technology requirements, including approaches to value, to be used to analyze the data.
- Need for machinery and equipment appraisals, soil studies, potential zoning changes, etc.
- Instructions to the appraiser to appraise the property "As Is" or subject to repairs or corrective action.
- As applicable include any information on property contamination to be provided and considered by the appraiser in making the appraisal.

App. 19-3 [03/07] 1378 CHG-8 Appendix 19

CERTIFICATE OF APPRAISER

I hereby certify that:

1. On _____ date(s), I personally made a field inspection of the property herein appraised and have also personally made a field inspection of the comparable sales relied upon in making said appraisal. The property being appraised and the comparable sales relied upon in making this appraisal were as represented in the appraisal.
2. To the best of my knowledge and belief the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct, subject to the limiting conditions therein set forth.
3. I understand that such appraisal may be used in connection with the acquisition of property for project utilizing U.S. Department of Housing and Urban Development Neighborhood Stabilization funds.
4. The appraisal has been made in conformity with appropriate laws, regulations, and policies and procedures applicable to appraisal of property for such purposes--- **specifically the requirements in the Uniform Relocation and Property Acquisition Act of 1970 regulations at 49 CFR 24.103.**
5. To the best of my knowledge no portion of the value assigned to such property consists of items which are non-compensable under the established law of said State.
6. Any decrease or increase in the fair market value of real property prior to the date of valuation caused by the project for which such property is acquired, or by the likelihood that the property would be acquired for such project, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.
7. Neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.
8. I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.
9. I have not revealed the findings and results of such appraisal to anyone other than the proper officials of the acquiring agency or officials of the U.S. Department of Housing and Urban Development and I will not do so until so authorized by said officials, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.
10. I have not given consideration to, or included in my appraisal, any allowance for relocation assistance benefits.

My opinion of the fair market value of the property to be acquired as of the _____ day of _____ 20____ is \$_____ based upon my independent appraisal and the exercise of my professional judgment.

Name _____ Company _____

Signature _____ License # _____

Date _____

NSP PROGRAM APPRAISAL CHECKLIST GUIDE (49 CFR 24.103)

1. Name of Grantee: _____
2. Address of Property: _____
3. Name of Appraisal Company/Appraiser _____
4. Physical Inspection- Outside and inside---no windshield survey only. An adequate description of the physical characteristics of the property being appraised.
 - ☐ Items identified as personal property
 - ☐ Property rights being obtained
 - ☐ A statement of the known and observed encumbrances
 - ☐ Title information
 - ☐ Location
 - ☐ Zoning
 - ☐ Present Use
 - ☐ Analysis of highest and best use
 - ☐ Five year sales history
 - ☐ Verification of sales by a party involved in the transaction
 - ☐ Adequate photographs
5. A description of comparable sales (Field inspection)
 - ☐ Physical characteristics
 - ☐ Legal characteristics
 - ☐ Economic factors
 - ☐ Parties to the transaction
 - ☐ Source and method of financing
 - ☐ Verification by a party involved in the transaction
 - ☐ Comparable sales are within six months
6. All relevant and reliable approaches to value consistent with Federal appraisal practices.
 - ☐ All applicable approaches to value considered and explanation of why certain approaches not used seems reasonable (See appendix a 24.103(a)(2) – in some cases an agency may choose to only require the sales approach; additionally the income approach likely wouldn't be applicable to most of these NSP acquisitions with some exceptions of course)
 - ☐ Analysis and reconciliation of approaches supports appraiser's opinion of value
7. Statement of value of real property:
 - ☐ Appraised Value
 - ☐ Basis of Value
 - ☐ Date of value
 - ☐ Date of appraisal
 - ☐ Signature and certification of the appraiser
 - ☐ No NSP program discount applied to appraised value
8. ☐ No consideration of any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired, or by the likelihood that the property would be acquired for the project other than due to physical deterioration
9. ☐ Owner retention of improvements discussed, if any.

10. Includes a definition of fair market value as determined by State law and or “the price that a seller is willing to accept and a buyer is willing to pay on the open market in an arm’s length transaction” with the following similar language:

- ☐ Buyer and seller are typically motivated;
- ☐ Both parties are well informed or well advised, each one acting in own best interest;
- ☐ A reasonable time is allowed for exposure in the open market;
- ☐ Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
- ☐ The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

11. Statement of all relevant assumptions and limiting conditions including any ones that may be required for the particular appraisal assignment, such as:

- ☐ The data search requirements and parameters that may be required for the project.
- ☐ Identification of the technology requirements, including approaches to value, to be used to analyze the data
- ☐ Need for machinery/equipment appraisals, soil studies, potential zoning changes, etc.
- ☐ Instructions to the appraiser to appraise the property "As Is" or “subject to repairs or corrective action”
- ☐ Information on property contamination to be provided and considered by the appraiser in making the appraisal (if applicable)

Other

- ☐ Evidence of tenants: ☐ Yes, if so, list names. ☐ No
- ☐ HUD Appraiser Certification in File
- ☐ Appraiser met grantee’s list of qualifications

Appraised Value_____ Date of Value_____

Amount Offered_____ Date of Offer_____ %Discount_____

Final Purchase Price_____ Date of Purchase_____ % Final Discount_____

Record of Negotiations, Special Circumstances or Rationale for Purchase Price or Other Comments:

Name of Reviewer:_____

Date_____